



MIAMI – DADE COUNTY, ISD PARKING OPERATIONS

MONTHLY PARKING KEY CARD/HANGTAG

ACTIVATION FORM

PLEASE PRINT INFORMATION

NAME _____ KEY CARD NUMBER: _____

HOME ADDRESS _____ HOMECITY/ZIPCODE _____

HOME PHONE _____

WORK ADDRESS _____ WORK CITY/ZIP CODE _____

WORK PHONE _____ COMPANY NAME: _____

VEHICLE MAKE/MODEL _____ VEHICLE YEAR: _____

VEHICLE TAG _____ VEHICLE COLOR _____ COUNTY VEHICLE # _____
(County Vehicles Only)

I HAVE READ THE PARKING RULES AND REGULATIONS _____ (Customer Initials.)

THIS SECTION COUNTY EMPLOYEES OR COUNTY VEHICLES ONLY:

DEPARTMENT/DIVISION NAME: _____

A) COUNTY EMPLOYEE ACCOUNT: PARKING CHARGES ARE PAYROLL DEDUCTED

EMPLOYEE I.D. NUMBER _____ LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER XXX-XX-_____

(PLEASE NOTE: PAYROLL DEDUCTIONS ARE MADE ON THE FIRST PAYDAY OF EVERY MONTH FOR THE FOLLOWING MONTH'S PARKING -- YOU PRE PAY. EXAMPLE: A DEDUCTION ON THE FIRST PAYDAY OF SEPTEMBER IS FOR THE OCTOBER PARKING).

B) COUNTY VEHICLE ACCOUNT: PLEASE PROVIDE PAYMENT METHOD:

CHARGE INDEX CODE #: _____ VOUCHER CHECK: _____

THIS SECTION NON-COUNTY EMPLOYEES ONLY -- PLEASE PROVIDE PAYMENT METHOD:

PERSONAL CHECK/CASH _____ COMPANY CHECK _____ EMPLOYER'S PAYROLL DEDUCTION _____

Please note, all cancellations MUST be made in writing. We will not cancel any Monthly account by verbal communication. Either a Cancellation Form must be completed at the ISD Parking Office or a written request faxed to our office requesting to have the account cancelled (305) 579 - 4597. You may also complete your Cancellation Form online at http://www.miamidade.gov/gsa/about_downtown_parking.asp.

As stated above each patron is responsible to ensure they cancel his/her account. Parking fees will continue to be charged until proper cancellation documents are received at the ISD Parking Office.

OFFICE USE ONLY – DO NOT WRITE IN THIS SPACE

KEY CARD ISSUE DATE _____ KEY CARD DEPOSIT AMOUNT _____

FACILITY ASSIGNED _____ RECEIPT NUMBER _____

AS400 SYSTEM ON _____ SMART CARTRIDGE ACTIVATION _____ SECURITY ACCESS LEVEL _____

COMMENTS _____